

# ***NOTICE OF JOB OPENING***

Applications Due Date: until position filled.

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## **City of Macon, Missouri – Job Description Street Department Laborer**

**Department:** Street Department

**Reports To:** Recreation & Transportation Department Superintendent

**FLSA Status:** Non-Exempt

**Employee Position:** Full-time/Regular

**Salary Range:** \$26,955 - \$35,225

**Classification:** Hourly

### **Summary**

Perform light to heavy manual labor and operate heavy equipment for maintenance and repair of City roadways, right-of-way, alleyways, signage, and storm drainage system. This employee should possess a strong mechanical aptitude and the ability and willingness to learn quickly.

### **Essential Duties and Responsibilities**

**Essential duties and responsibilities include but are not limited to the following:**

- Perform daily work activities as directed by the Street Department Superintendent
- Report to the Street Department Superintendent
- Perform mechanical and maintenance work on vehicles, machinery and equipment
- Responsible for daily operations of heavy equipment (e.g. motor graders, dump trucks, skid loader, etc.)
- Construct catch basins, storm water inlets and other street related projects
- Check bridges and culverts for proper drainage
- Weld, grind and work with metal
- Fill potholes and resurface roads
- Form and pour concrete
- Haul and spread rock for road resurfacing
- Remove dirt, grass, leaves and trash from catch basins and ditches
- Pick up trash and debris on city property
- Check to ensure traffic signs are in place and in good condition; repair or replace street signs, stop signs and other traffic signs as needed
- Inspect trucks and other heavy equipment; ensure tools and supplies needed to perform assigned tasks are loaded on the truck
- Cut brush and trees
- Paint parking spaces, crosswalks, and other identifiers as necessary or requested
- Maintain the compost site for the City of Macon
- Dig ditches
- Plow and haul snow; spread salt and chip on slick roads for weather events

- Block off streets for traffic control purposes during parades and other events
- Clear streets of limbs, brush and other debris after storms
- Subject to weather callouts as needed for snow removal and street repair
- Assist with city park maintenance
- Perform other duties as assigned

#### **Education / Experience**

- High school diploma/GED preferred
- No previous experience required, employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six (6) months of employment

#### **Licenses / Certifications / Requirements**

- Valid Missouri Class B Commercial Driver License (General Knowledge and Air Brakes) within six (6) months from date of hire
- Proof of citizenship and /or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire

#### **Skills and Abilities**

- Work in all weather conditions
- Add, subtract, multiply, and divide
- Use common sense to carry out work instructions (problem-solving ability)
- Be thorough and accurate in inspecting work sites (attention to detail)
- Ability to read, write and follow written and oral instructions (English)
- Operate computers and general office equipment
- Operate heavy equipment
- Use hand tools, power tools, and welding equipment
- Push, pull, or move objects weighing up to 100 lbs.
- Stoop, bend, twist, kneel, walk, and climb

#### **Work Environment**

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee:

- Works in an office/shop environment, indoors and outdoors, subject to all weather conditions
- Is occasionally exposed to air contamination of dust, fumes, and exhaust
- Is exposed to a dirty environment
- Works in and around moving equipment
- Occasionally works in awkward or confining areas
- Is occasionally exposed to vibration
- Is exposed to a moderately noisy to loud environment

#### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position as Recreation & Transportation Street Department Laborer for the City of Macon with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

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Signature of Applicant

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Date

**The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**